

EXHIBIT NO. 1

3  
9-14-02

Docket Item # 5  
SPECIAL USE PERMIT #2002-0056

Planning Commission Meeting  
September 3, 2002

**ISSUE:** Consideration of a request for a special use permit for a temporary trailer for office use.

**APPLICANT:** Madison Homes Inc.  
by Greg Poulson

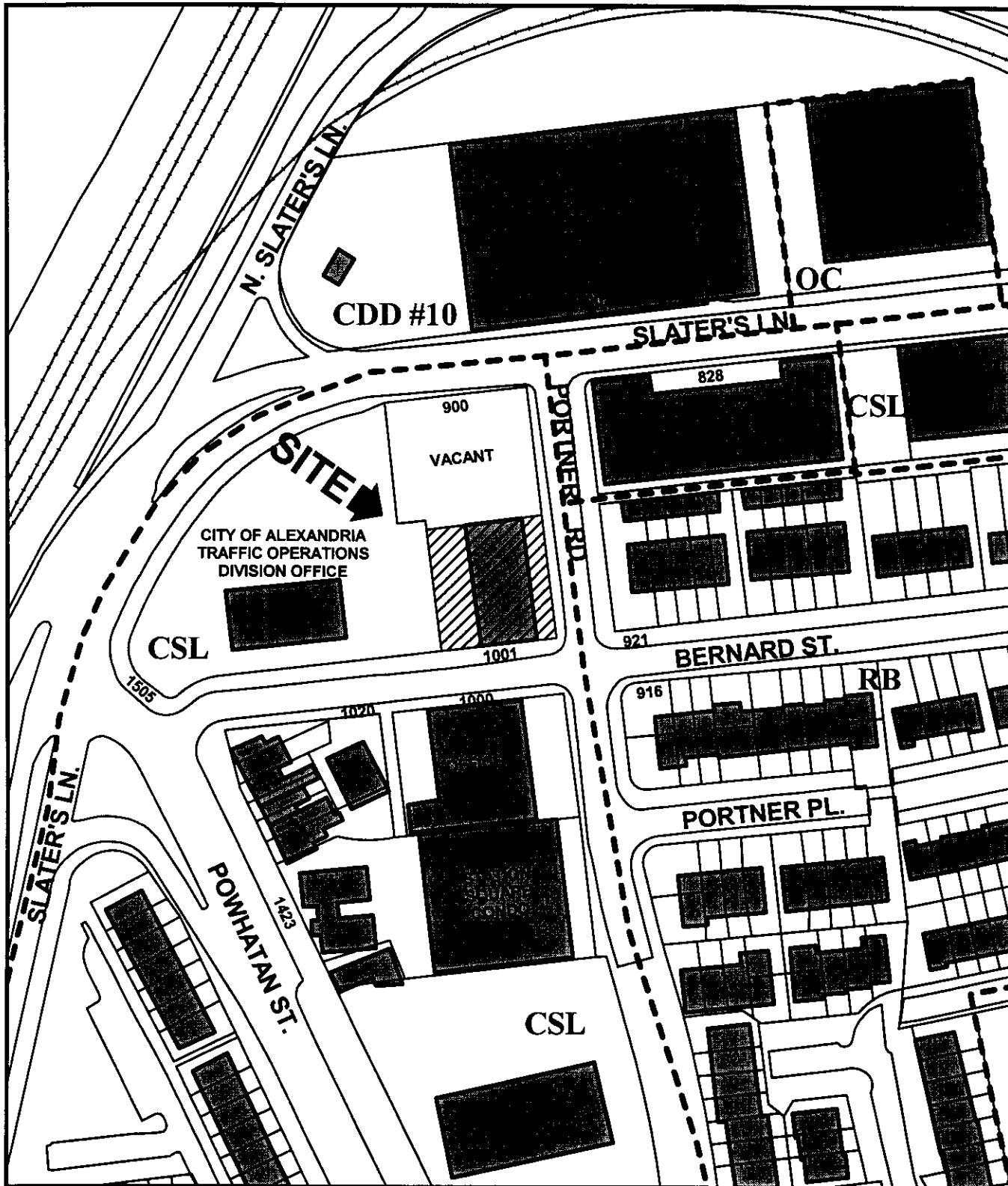
**LOCATION:** 1001 Bernard St

**ZONE:** CSL/Commercial Service Low

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**PLANNING COMMISSION ACTION, SEPTEMBER 3, 2002:** By unanimous consent, the Planning Commission recommended approval of the request, subject to compliance with all applicable codes, ordinances and staff recommendations.

**Reason:** The Planning Commission agreed with the staff analysis.



**SUP #2002-0056**

**09/03/02**



STAFF RECOMMENDATION:

Staff recommends **approval** subject to compliance with all applicable codes and ordinances and the following conditions:

1. The special use permit shall be granted to the applicant only or to any business or entity in which the applicant has a controlling interest. (P&Z)
2. Trash and garbage shall be placed in sealed containers which do not allow odors to escape and shall be stored inside or in a closed container which does not allow invasion by animals. No trash and debris shall be allowed to accumulate on-site outside of those containers. (P&Z)
3. The applicant shall install lattice around the bottom of the trailer as screening and shall install and maintain landscaping as depicted on the attached landscaping plan approved by Director of Planning and Zoning and to her satisfaction. (P&Z)
4. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day, or more often if necessary, to prevent an unsightly and unsanitary accumulation, on each day that the business is open to the public. (P&Z)
5. The trailer shall be removed twelve months from the date of approval of this special use permit. (P&Z)
6. The facility shall not encroach upon the city right-of-way or the emergency vehicle easement. (T&ES)
7. The applicant shall contact the Crime Prevention Unit of the Alexandria Police Department regarding a security survey for the trailer. (Police)
8. The hours of operation shall be limited to 7:00 a.m. to 5:00 p.m. Monday through Friday. (P&Z)
9. A sign shall be placed at the entrance of the parking area restricting access to employees only. (T&ES)
10. The applicant shall require that its employees who drive to work use off-street parking. (P&Z)

DISCUSSION:

1. The applicant, Greg Poulson (Agent Madison Homes, Inc.), requests special use permit approval for a temporary office trailer located at 1001 Bernard Street.
2. The subject property is one lot of record with 100 feet of frontage on Bernard Street, 110 feet of depth on Portner Road, and a total lot area of 11,000 square feet. The site is currently undeveloped.
3. The temporary trailer will be used by the customer service manager and two staff members to provide assistance to new homeowners at the Old Town Crescent development, which is located on the adjacent block, bounded by Portner Road, Slater's Lane, and Bernard Street. The trailer will be on the site for one year while the new homes are still under warranty.
4. The role of the customer service manager and staff is to respond to problems that the homeowners may encounter in the new homes during the warranty period of one year. The two staff members are maintenance employees and will go to a home to make needed repairs. The staff manager will receive phone calls, arrange repair schedules, and coordinate with subcontractors to conduct larger repairs. The staff manager will spend most of the work hours in the office trailer while the two staff members will spend most of the time working out of the office trailer. The trailer will be for employees only.
5. The applicant will screen the open area under the trailer by attaching white lattice around the bottom. In addition, the applicant will provide landscaping on the site (see attached plan).
6. Under Section 8-200 (A) (18) of the zoning ordinance, an office with 160 square feet of space requires one parking space. In this case, the applicant will be providing three parking spaces on site in a gravel drive to accommodate the three employees who will utilize the office.
7. Code Enforcement staff observed the trailer on the site and informed the applicant that a special use permit was required for the trailer. The applicant filed this application as a result.
8. The applicant informed staff that the large dumpster currently on the site will be removed. Also on the site is a construction trailer for the Old Town Crescent Condominium development. The applicant informed staff that the construction trailer will be removed soon.

9. Zoning: The subject property is located in the CSL/Commercial service low zone. Section 7-1101 (C) of the zoning ordinance allows an office trailer only with a special use permit.
10. Master Plan: The proposed use is consistent with the Northeast small area plan chapter of the Master Plan.

STAFF ANALYSIS:

Staff does not object to the proposed trailer located at 1001 Bernard Street. The office trailer is temporary and for the benefit of the new homeowners of the adjacent development. In addition, there are no immediate development plans for the site that will be inhibited by the interim use.

To ensure that the site is adequately maintained and attractive during this interim use, staff has included a condition requiring that landscaping be installed and maintained. Staff has also included a condition restricting the parking area to employees which is in accordance with the requested use of the facility. Finally, staff has limited the use to one year from the approval of the special use permit as requested by the applicant.

With these conditions, staff recommends approval of the special use permit.

STAFF: Eileen P. Fogarty, Director, Department of Planning and Zoning;  
Barbara Ross, Deputy Director;  
Valerie Peterson, Urban Planner.

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

- F-1 The temporary customer service trailer shall function as a personnel office, and will not be open to the general public.
- R-1 A sign shall be placed at the entrance restricting access to employees only.

Code Enforcement:

- C-1 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-2 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Enforcement that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers.
- C-3 The trailer shall bear a seal showing compliance with the Virginia Industrialized Building Code.
- C-4 A handicapped accessible entrance, parking, and bathroom facilities shall be provided.
- F-1 Trash, debris and construction materials shall not be stored under trailer. All trash and debris shall be disposed of in an approved container. All construction materials shall be stored in an approved manner.
- F-2 All paints shall not be stored under the trailer. Paints shall be stored in an approved manner.
- F-3 Trailer has already been placed on site and is currently being used. A complaint is on file with Code Enforcement regarding this issue.

Health Department:

F-1 No comments.

Police Department:

R-1 The applicant is to contact the Crime Prevention Unit of the Alexandria Police Department regarding a security survey for the office. This is to be completed prior to opening for business.

12  
APPLICATION for SPECIAL USE PERMIT # 2002-0056

[must use black ink or type]

PROPERTY LOCATION: 1001 BERNARD ST

TAX MAP REFERENCE: 044.02-01.03 ZONE: CSL

APPLICANT Name: GREG POULSON (AGENT MADISON HOMES INC)

Address: 6723 WHITTIER AVE STE 104 MCLEAN VA 22101

PROPERTY OWNER Name: ALEXANDRIA MARKETPLACE, LLC

Address: 9521 FERRY HARBOR CT ALEXANDRIA VA 22309

PROPOSED USE: TEMPORARY NEW HOME CUSTOMER SERVICE OFFICE TRAILER

**THE UNDERSIGNED** hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**THE UNDERSIGNED**, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301(B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

**THE UNDERSIGNED** hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Planning Commission or City Council in the course of public hearings on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

GREG POULSON  
Print Name of Applicant or Agent

6723 WHITTIER AVE STE 104  
Mailing/Street Address

MCLEAN VA 22101  
City and State Zip Code

[Signature]  
Signature

703-739-0441 703-739-0012  
Telephone # Fax #

4-23-02  
Date

===== **DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY** =====

Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_ \$ \_\_\_\_\_

ACTION - PLANNING COMMISSION: \_\_\_\_\_

ACTION - CITY COUNCIL: \_\_\_\_\_



APR 23 2002 03:27 PM

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P.02

Special Use Permit # 2002-0056

All applicants must complete this form. Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. The applicant is (check one) ☐ the Owner ☒ Contract Purchaser  
☐ Lessee or ☐ Other: \_\_\_\_\_ of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than ten percent.

Arwen Schweikman - 50% - 4702 Foxhall Crescent, Wash. D.C. 20007

Ellen Rosenbayer - 40% - 6800 Tepper Dr. Clifton, Va 22024

Russell Rosenbayer - 10% - 6800 Tepper Dr. Clifton Va 22024

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

- ☐ Yes. Provide proof of current City business license  
☐ No. The agent shall obtain a business license prior to filing application, if required by the City Code.

2. Submit a floor plan and a plot plan with parking layout of the proposed use. One copy of the plan is required for plans that are 8½" x 14" or smaller. Twenty-four copies are required for larger plans or if the plans cannot be easily reproduced. The planning director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver. This requirement does not apply if a Site Plan Package is required.

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**NARRATIVE DESCRIPTION**

3. The applicant shall describe below the nature of the request in detail so that the Planning Commission and City Council can understand the nature of the operation and the use, including such items as the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, and whether the use will generate any noise. (Attach additional sheets if necessary)

THE REQUEST IS FOR A TEMPORARY OFFICE FOR CUSTOMER SERVICE PERSONNEL. THE PERSONNEL WILL BE WORKING IN THE ADJACENT OLD TOWN CRESCENT NEIGHBORHOOD. THE OFFICE WILL PROVIDE SPACE FOR SCHEDULING, COORDINATING & THE FILING OF PAPERWORK. A GRAVEL PARKING AREA FOR THREE VEHIC WILL BE PROVIDED, ACCESSED FROM BERNARD ST. THROUGH AN EXISTING CURB CUT. NO MATERIALS WILL BE STORED OUTSIDE THE 8X20 UNIT. THE USE WILL END WITH THE EXPIRATION OF THE NEW HOMES 1 YEAR WARRANTY PERIOD ANTICIPATED TO BE JULY 31ST 2003.

**USE CHARACTERISTICS**

4. The proposed special use permit request is for: *(check one)*

- ☒ a new use requiring a special use permit,  
☐ a development special use permit,  
☐ an expansion or change to an existing use without a special use permit,  
☐ expansion or change to an existing use with a special use permit,  
☐ other. Please describe: \_\_\_\_\_

5. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

N/A

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

3 EMPLOYEES

6. Please describe the proposed hours and days of operation of the proposed use:

Day:

M - F

Hours:

7A - 5P

7. Please describe any potential noise emanating from the proposed use:

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

THROUGH THE WALL A/C ONLY

B. How will the noise from patrons be controlled?

N/A

8. Describe any potential odors emanating from the proposed use and plans to control them:

N/A

9. Please provide information regarding trash and litter generated by the use:

A. What type of trash and garbage will be generated by the use?

N/A

B. How much trash and garbage will be generated by the use?

N/A

C. How often will trash be collected?

N/A

D. How will you prevent littering on the property, streets and nearby properties?

N/A

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☐ Yes. ☒ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

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11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☒ Yes. ☐ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

PAINT, 1 GAL PER MONTH, DISPOSED THROUGH USE

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12. What methods are proposed to ensure the safety of residents, employees and patrons?

CONTAINERS CLEARLY LABELED

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#### ALCOHOL SALES

13. Will the proposed use include the sale of beer, wine, or mixed drinks?

☐ Yes. ☒ No.

If yes, describe alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales. Existing uses must describe their existing alcohol sales and/or service and identify any proposed changes in that aspect of the operation.

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**PARKING AND ACCESS REQUIREMENTS**

14. Please provide information regarding the availability of off-street parking:

- A. How many parking spaces are required for the proposed use pursuant to section 8-200 (A) of the zoning ordinance?

1

- B. How many parking spaces of each type are provided for the proposed use:

3 Standard spaces

\_\_\_\_\_ Compact spaces

\_\_\_\_\_ Handicapped accessible spaces.

\_\_\_\_\_ Other.

- C. Where is required parking located? ☒ on-site ☐ off-site (check one)

If the required parking will be located off-site, where will it be located:

\_\_\_\_\_

Pursuant to section 8-200 (C) of the zoning ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- D. If a reduction in the required parking is requested, pursuant to section 8-100 (A) (4) or (5) of the zoning ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

15. Please provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are required for the use, per section 8-200 (B) of the zoning ordinance? N/A

- B. How many loading spaces are available for the use? N/A

- C. Where are off-street loading facilities located? N/A

\_\_\_\_\_  
\_\_\_\_\_

D. During what hours of the day do you expect loading/unloading operations to occur?

N/A

E. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

N/A

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

ADEQUATE

#### SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☐ Yes ☒ No

Do you propose to construct an addition to the building? ☐ Yes ☒ No

How large will the addition be? \_\_\_\_\_ square feet.

18. What will the total area occupied by the proposed use be?

\_\_\_\_\_ sq. ft. (existing) + \_\_\_\_\_ sq. ft. (addition if any) = 160 sq. ft. (total)

19. The proposed use is located in: (check one)

☒ a stand alone building ☐ a house located in a residential zone ☐ a warehouse

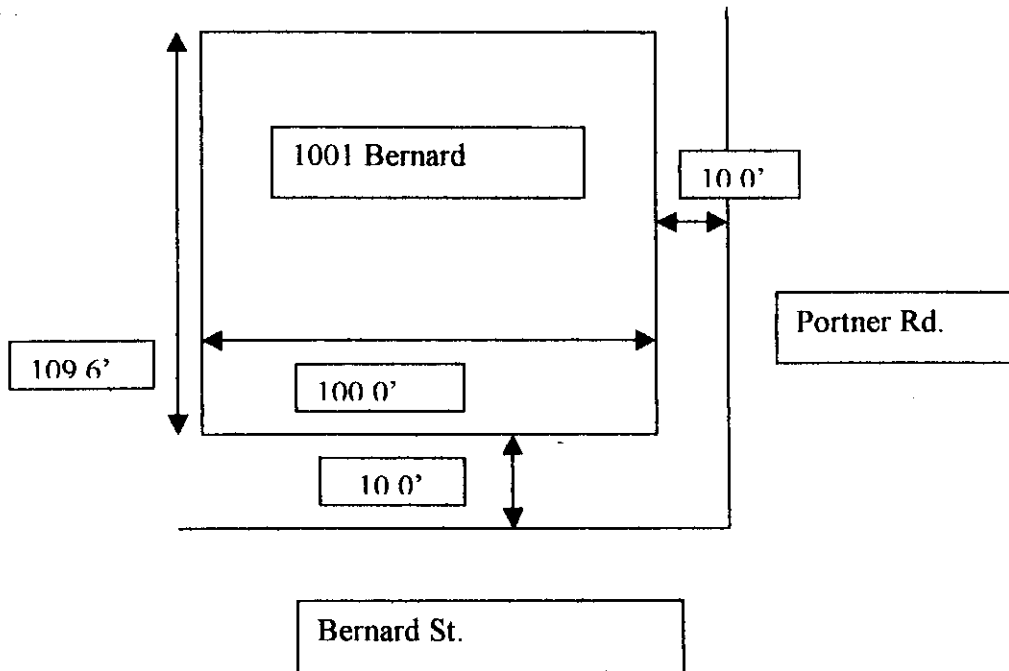
☐ a shopping center. Please provide name of the center: \_\_\_\_\_

☐ an office building. Please provide name of the building: \_\_\_\_\_

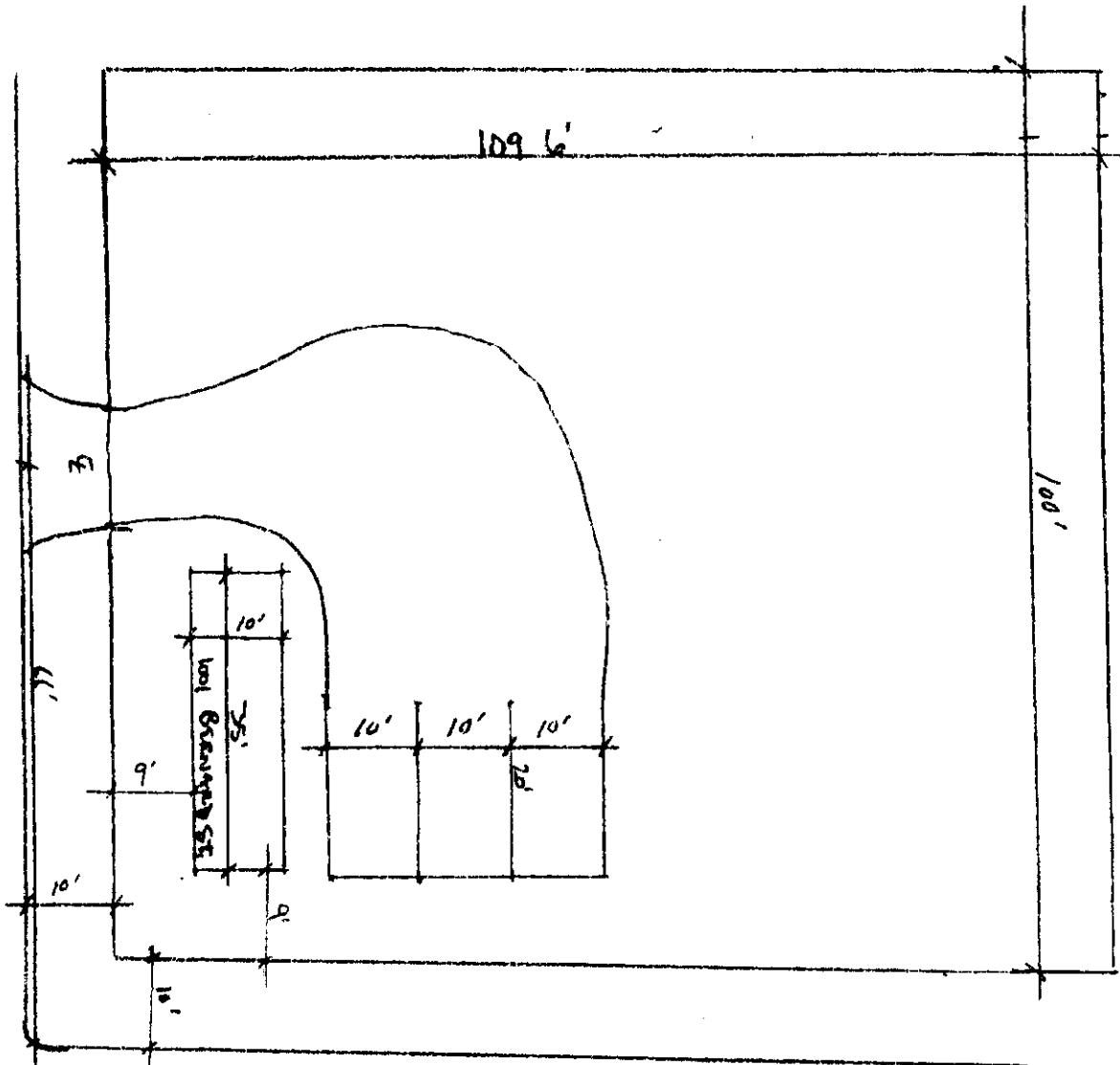
☒ other, please describe: MANUFACTURED OFFICE TRAILER



The one hundred foot dimensions are the lot size and the 10 foot dimensions are from the lot line to the curb.



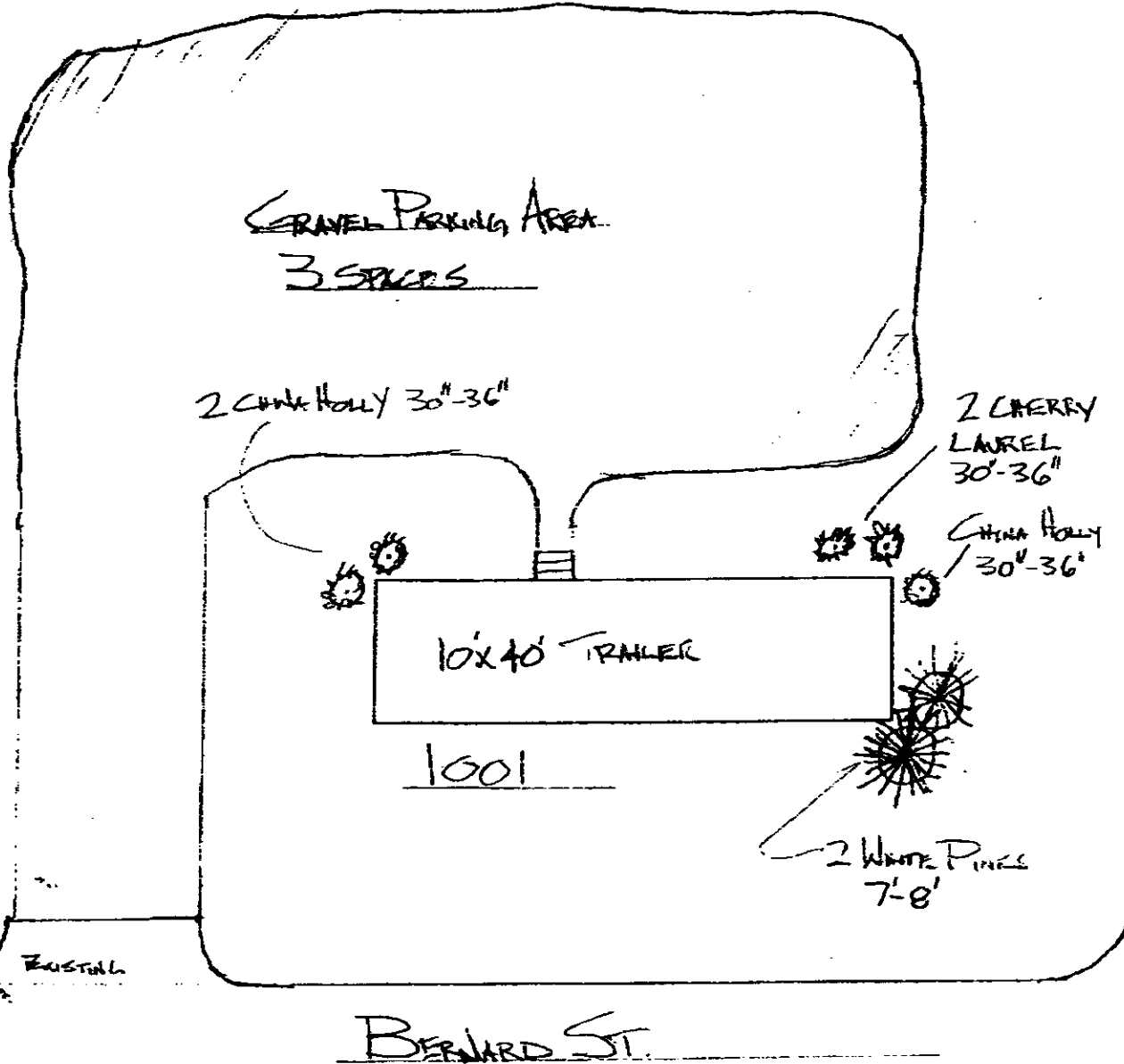
PERNA STREET



Partner Bond

SUP 2002-0056

# LANDSCAPE PLAN - PROPOSED



PARTNER R.D.

APPLICATION for SPECIAL USE PERMIT # 2002-0056

[must use black ink or type]

PROPERTY LOCATION: 1001 BERNARD ST

TAX MAP REFERENCE: 044.02-01.03 ZONE: CSL

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Address: 6723 WHITTIER AVE STE 104 McLEAN VA 22101

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GREG POULSON  
Print Name of Applicant or Agent

[Signature]  
Signature

6723 WHITTIER AVE STE 104  
Mailing/Street Address

703-739-0441 703-739-0012  
Telephone # Fax #

McLEAN VA 22101  
City and State Zip Code

4-23-02  
Date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Application Received: \_\_\_\_\_ Date & Fee Paid: \_\_\_\_\_ \$ \_\_\_\_\_

ACTION - PLANNING COMMISSION: 9/3/2002 RECOMMENDED APPROVAL UC

ACTION - CITY COUNCIL: 9/14/02PH--CC approved the Planning Commission recommendation.